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AUG 1958

MEMORANDUM FOR: Director of Central Intelligence

THROUGH

: A Deputy Director (Support)

¹⁵¹ 13.64. AUG 14 1958

SUBJECT

: Junior Officer Training Program

1. This memorandum is for information only.

2. The Office of Training has revised substantially the formal training program for Junior Officer Trainees and has developed a new integrated and extended program which will include two major areas of instruction. The first will be introductory and provide the necessary general preparation for service as a Junior Intelligence Officer. The second will be specialized training designed to meet the requirements of either the Clandestine Services, the DD/I components, or those of the DD/S.

3. Submitted as attachment A is a statement of the general objectives which have been established as a frame of reference for the members of the OTR faculty who will be participating in the program. A program outline, stating detailed objectives and a summary of the scope of each course, is enclosed as attachment B.

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5. This program differs from that followed by JOT's in the past, in that: the content of instruction has been expanded; courses have been arranged in a more systematic and logical sequence; and JOT's now will

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(EXECUTIVE REGISTRY FILE *Training*)

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SUBJECT: Junior Officer Training Program

receive the bulk of their formal training prior to their first on-the-job assignments. I believe these changes will result in a number of advantages. We will have increased opportunity to develop significant information about the individual trainee which will assist the Agency in making the best use of the aptitudes and talents which these young men and women bring to us. The Office of Training will be able better to assure that JOT's receive all the instruction required to prepare them for predetermined work assignments. More effective provision can be made in the training cycle to give the JOT both the functional skills expected of an Intelligence Officer and the language and area proficiency which may be required.

MATTHEW BAIRD
Director of Training

Attachments (2)

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A

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**GENERAL OBJECTIVES OF THE JOT FORMAL TRAINING PROGRAM
(FOR THE GUIDANCE OF OTR INSTRUCTORS)**

- I. To convince the JOT that he is being prepared to do an important job for an important Agency of the U. S. Government by:
 - A. Describing the authority, mission, and functions of the CIA and its relation to other agencies of the Government.
 - B. Relating the mission of CIA to the present day world conflict.
 - C. Reviewing the U. S. traditions, principles, and policies we are defending.
 - D. Describing the organization, capabilities, and subversive activities of the enemy.
 - E. Familiarizing him with the specific missions of the three main components of CIA and the basic skills required to carry out these missions.
 - F. Training in the use of these basic skills, either as a Case Officer in the Clandestine Services, an Intelligence Officer in the offices of the DD/I, or as an Administrative Officer in the DD/S.
- II. To help motivate the JOT toward an honest conviction of respect and enthusiasm for his job, high job productivity and career tenure by:
 - A. Demonstrating intellectual and professional integrity of instructional presentation.
 - B. Voicing our own belief in the need for professional competence.

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- C. Impressing the necessity of constant vigilance against indiscretion, poor security practices and breaches of need-to-know principles.

III. To provide the JOT Staff with meaningful evaluation data to guide them in the career management aspects of the over-all JOT Program with specific reference to:

- A. Course performance.
- B. General suitability for Agency employment.
- C. General suitability for major component utilization.
- D. Individual assets and liabilities of character, attitude, and ability as they may pertain to CIA employment.
- E. Reactions to training situations which have direct relation to on-the-job operational situations.

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INTRODUCTION TO INTELLIGENCE

(ALL JOT's)



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Objectives

1. To develop understanding of the importance of intelligence in the national security framework, through a review of its historical development, its evolution since World War II, and its present responsibilities in support of national policy.
2. To develop understanding of the role of the various intelligence agencies in Government, their interrelationships, and responsibilities within the intelligence community.
3. To define and describe the functions of CIA, its major components, and its responsibilities for the collection, production and dissemination of intelligence, and for the conduct of other activities.

Scope

The scope of the first phase of the program will include a formal introduction and welcome to the Agency; presentations relating to the history of American intelligence; the current status of the intelligence community; the role of intelligence in the formulation of national security policy; and the mission and organization of CIA. This phase will also deal with the intelligence production processes and the major categories of intelligence produced at the national level. There will be a brief introduction to the organization and mission of DD/P, and as a concluding feature in the initial week, the students will visit both the Intelligence Products and Support Exhibits.

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SURVEY OF INTERNATIONAL COMMUNISM

(ALL JOT's)




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Objectives

1. To develop a comprehensive knowledge of the ideology, organization, and methods of the major opposition in the present day world conflict, as represented by international communism consisting of the nations of the Sino-Soviet Bloc and the Communist Parties and associated organizations in the Free World. In addition, to acquaint the trainees with the general problems confronting the Central Intelligence Agency in carrying out anti-Communist operations.
2. To provide a realistic appraisal of the weaknesses and vulnerabilities of international communism, as well as to inculcate a thorough awareness of the challenges and threats facing the U. S. and other nations of the Free World from its objectives, activities, and capabilities, and thereby contribute toward motivating the trainees for a career in the Central Intelligence Agency.
3. To provide the JOT and A & E Staffs with evaluation data on the level of substantive accomplishment of each trainee in the communism area, and on such individual aspects of character and attitude as can be observed.

Scope

The  devoted to the survey of international communism will include a picture of the European scene in 1848 and Marxist interpretation of history; a survey of Communist theory pertaining to economics, politics, and ideology; the Communist concepts of the structure of communism and Communist organization with emphasis

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on the structure and techniques of non-Russian Communist Parties throughout the world. Consideration will be given to the geography, natural resources, governmental structure, and the economic, military, and scientific capabilities of the Soviet Union. Comparable attention will be devoted to the Communist regime in China, as well. This phase of instruction will be concluded by a survey of the Communist clandestine mechanisms, including the Soviet and Satellite intelligence services, and a brief review of the current status and objectives of international communism in the Free World. As a prelude to subsequent instruction, the students will be given a brief introduction to anti-Communist operations.

AMERICAN OUTLOOK

(ALL JOT's)



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Objectives

1. To reacquaint the student with the basic elements of U. S. strength and vulnerability.
2. To give the student a general orientation to the U. S. situation, objectives and problems in three key world regions, representing different degrees of commitment: Western Europe, the Near East, and Southeast Asia.
3. To familiarize the student with the broad outlines of the decision-making processes, the participants, limitations and checks, through which the U. S. responds to world challenges, opportunities, and dangers.
4. To enable the student to see his own career in specific relationship to the problems and potentials of the U. S. as a world power.

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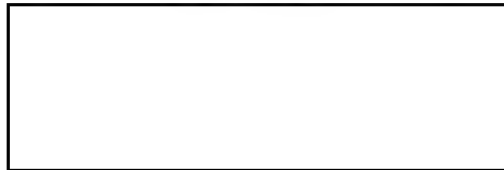
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Scope

This block of instruction will be divided into two sections, the American Heritage and the United States in the world today. The course will follow three themes: (1) consideration of traditional American concepts of the individual, society, Government, and their expression in the American political, economic, and social system, (2) strengths and weaknesses of that system in meeting the threat of international communism, and (3) study of the elements of national power within the United States and the employment of these elements in three major regions of the world.

INTELLIGENCE TECHNIQUES

(ALL JOT's)



Objectives

1. To give the student a basic understanding of the nature and purpose of finished intelligence, of the problems inherent in the production of intelligence, and of the techniques and skills required in solving these problems.
2. To give the student and the JOT Staff an indication of the student's capabilities and limitations in the area of intelligence production.

Scope

The scope of this block of instruction will include both an introduction and a practical application of the skills employed by the Intelligence Officer. This will include exercises in intelligence writing, intelligence research, intelligence briefing, and the preparation of different types of intelligence reports.

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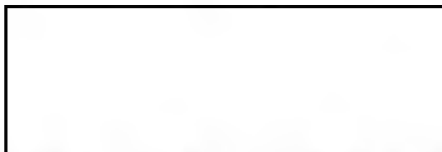
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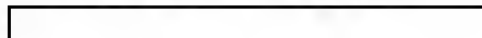
INTELLIGENCE TECHNIQUES COURSE (EXTENDED)

**(FOR THOSE JOT's WHO HAVE BEEN SELECTED
FOR AND HAVE AGREED TO SERVE IN THE
OFFICES OF THE DD/I)**



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**Junior Officer Trainees who have been selected for assignments in
the components under the jurisdiction of the DD/I will be entered in the
Extended Intelligence Techniques Course**



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SUPPORT TRAINING

**(FOR THOSE JOT's WHO HAVE BEEN SELECTED
FOR AND HAVE AGREED TO SERVE IN THE OFFICES
OF THE DD/S)**



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**JOT's who have been selected for assignment in one of the components
under the jurisdiction of the DD/S will be given further training in either
the Operations Support or the Operations Familiarization Course, and they
will receive specialized training in the formally established training programs
conducted by the appropriate DD/S component.**

LANGUAGE TRAINING

**Language training will be provided JOT's who have demonstrated an
aptitude for foreign languages and who have been designated for a pro-
jected assignment in which competence in a foreign language is a requirement.**

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Executive Registry
10-5695

JUL 1958

Cable Secretary

Director of Training

Approval of Component Conducted Training

REFERENCE: Memo to DTR fm D/Cable Sec. dtd 9 Jul 58, subj., "Training Course"

1. Information furnished this Office concerning the [redacted] Operator Training Program has been reviewed and further examination of this activity has been conducted through discussions and observations in the Cable Secretariat.

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2. The [redacted] Operator Training Program is considered to qualify as creditable on-the-job training under the provisions of [redacted] and, therefore, is approved for the purpose of fulfilling the 5%-in-training requirement.

3. Man-hours expended by each trainee in this program should be reported monthly to the Registrar Staff, Office of Training, using Form 1025, Individual Training Card.

[redacted]

for MATTHEW BAIRD

cc: EO/DCI
TO/Cable Secretariat

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EXECUTIVE REGISTRY

58/R-14687/A

TRANSMITTAL SLIP		DATE 14 August 1958
TO		<input type="text"/> Executive Officer
ROOM NO. 221	BUILDING Admin	
REMARKS:		
<div style="border: 1px solid black; height: 20px; width: 50px; margin-bottom: 10px;"></div> <p>As noted on the cover sheet, Matt would like to discuss with the Director his participation (i. e., opening address at the first assembly in October). He will call you to arrange for an appointment, if possible, before Mr. Dulles goes on vacation.</p>		
<i>H. Gates Lloyd</i> FROM: H. Gates Lloyd, ADD/S		HGL
ROOM NO. 124	BUILDING East	EXTENSION <input type="text"/>

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

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